



RESIDENTIAL TRACT PLAN SUBMITTAL CHECKLIST

Done?	No. of Copies Required	Description:
<input type="checkbox"/>	2	Typical 8-1/2"x11" Dimensioned Plot Plans
<input type="checkbox"/>	2	2003 International Energy Conservation Code calculations - Wet Sealed by architect, engineer, or signed by contractor / homeowner
<input type="checkbox"/>	2	Soils Reports must be dated within one year of permit application. Provide an update letter from soils engineer.
<input type="checkbox"/>	2	Structural Calculations - Wet Sealed
<input type="checkbox"/>	3	Truss Calculations (1 wet stamped set, 2 copies, reviewed & signed by the Engineer of Record)
<input type="checkbox"/>	2	Complete sets of plans including: <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> a) Architectural b) Structural c) Mechanical d) Plumbing e) Electrical (include load calculations) </div> <div style="text-align: right;"> Plans drawn in pencil / pen, or with colored highlighting are not acceptable. </div> </div>

Note: For detail requirements for items on this checklist, please refer to corresponding handouts available at front counter of Building and Safety.